

A dynamic and visionary education administrator that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

# Center Director

## Pre-K 4 SA Initiative





## Pre-K 4 SA

The Mayor and the voters of the City of San Antonio have taken a stand to dramatically improve the availability of high-quality early childhood education opportunities for four-year olds throughout the city.

Educational research shows that high-quality prekindergarten has the most impact in improving overall education outcomes for a community and helps children to learn and read on grade-level, making them less likely to fall behind their classmates and more likely to graduate and attend college. The City of San Antonio is breaking new ground with its Pre-K initiative and expects to offer dramatically enhanced early childhood education to ensure future vitality and long-term economic health for San Antonio.

The initiative will be opening two more education centers in August 2014 – forward-reaching centers that will serve as nation-wide models for high quality early childhood education and ambitious student achievement goals.

## ***Pre-K 4 SA significantly improves the availability and quality of early childhood education for San Antonio***

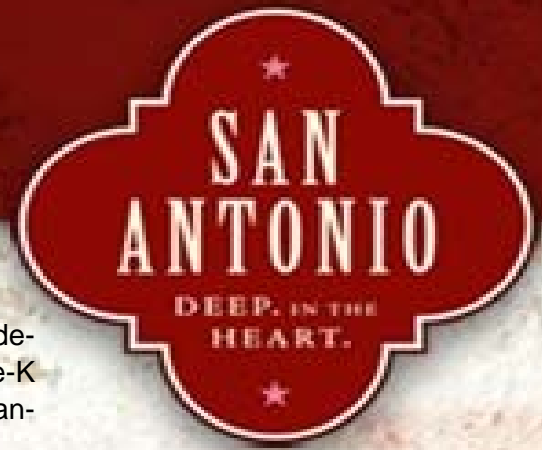
The Brookings Metropolitan Policy Program and The Rockefeller Foundation have named the City of San Antonio's Pre-K 4 SA initiative a "Top 10 Metropolitan Innovations to Watch in 2013." The distinction highlights the top ten initiatives around the country that show the most promise for creating jobs, growing regional economies, and boosting global competitiveness in the coming year. "San Antonio is distinguishing itself as a big American city willing to invest in its economic competitiveness through education," said San Antonio Mayor Julián Castro, in recognition of this distinction.

## Center Director

The Director will lead the activities, operations, and continual improvement of one of our model early education centers. The centers focus on all areas of development that prepare children for school success. S/he will plan and implement instruction that encourages the social, physical, emotional, linguistic, and intellectual growth of children. The Director will base all elements of the pre-K program on the research in and current best practices of early childhood teaching, with particular focus on early language, cognitive, and pre-reading skills. The Director will employ research-based instructional materials, will support and develop teachers, will use data to improve curriculum and effectiveness of teaching, will build parent engagement and capacity to contribute to their children's educational readiness, and will gather data that demonstrates student achievement.







## Core Responsibilities

The Director will assume the following key responsibilities:

- Provide outstanding instructional leadership. Monitor curriculum development and design to ensure it supports the development of pre-K vocabulary and ensure it meets the needs of emerging English language learners.
- Cultivate, hire and train outstanding educators with a passion for the mission of Pre-K 4 SA. Orient new teachers, define high expectations for instructional strategies, classroom management, and parent engagement, and provide the support necessary for teachers to achieve them. The Director will be involved in hiring 25+ teachers and 25 teacher assistants.
- Conduct training that addresses current research and best practices in effective early childhood education. Develop teachers via observation and review that identifies professional development opportunities.
- Establish a clear culture focused on academic and performance excellence. Inspire and engage all staff to contribute to achieving a shared vision.
- Provide professional leadership by using data to evaluate and improve instructional materials, teaching strategies, curriculum, and professional development. Institute ongoing assessment of student achievement by measuring program quality, teacher quality, and student progress. Build systems to ensure quality and accountability.
- Develop an annual budget for the center and analyze budget reports to manage the program within approved budget. Manage center compliance and regulatory requirements, including documentation. Manage food service, playground issues, facility issues and maintenance, interaction with school districts, transportation issues, and parent engagement.

***Become a key part of the team that is revolutionizing Pre-K and giving San Antonio's children the educational foundation they deserve!***



**Future Pre-K 4 SA Center**

## Knowledge, Skills and Abilities

- Knowledge of best practices in early childhood education including the elements of curriculum design, implementation, evaluation, and refinement.
- Knowledge of observing teachers in the classroom, diagnosing key opportunities for improvement, and encouraging teachers to further develop their effectiveness.
- Knowledge of budgeting process, funding, taxation, education law and regulatory and compliance issues.
- Ability to manage a Center in start-up as well as more established stages. Ability to manage, supervise, hire, train, evaluate, retain and dismiss staff.

## Requirements

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with major coursework in educational administration or other related field. Three (3) years experience as a classroom teacher and three (3) years experience in educational administration or instructional leadership. Fluent in reading, writing and speaking Spanish is preferred.



## Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

**Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

**Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

**Health Care** – The City offers three health care plan options consisting of three Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

**Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

**Holidays** – 13 Holidays

**Executive Car Allowance** – Executives receive a monthly car allowance of \$500.

**Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

**Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

**Relocation Assistance** – Available.

## To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov)**

This position is open until filled; however, the first review of resumes will be January 13, 2014.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

### For additional information please contact:

Joel Jenks, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-5173

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*



**The City of San Antonio is an Equal Opportunity Employer.**